



NOTES FROM THE DIRECTORS

REPORT CARD UPDATE

The public release of the 2015-16 Accountability Report Cards was Thursday, November 17. Now that the report cards are public, we need to remind folks of the requirements in Act 55 to notify parents of the report card results and families' educational options. More information on these notification requirements can be found here: <http://dpi.wi.gov/accountability/report-cards/notification-requirements>.

Please let us know if you have any questions (oeamail@dpi.wi.gov).

~Laura

Laura Pinsonneault, Director - Office of Educational Accountability

ACCESS for ELLs Testing Starts Next Tuesday

You should have received all the testing materials at this time. Please inventory the test materials and ensure your order was shipped completely. Additional materials may be ordered through the end of January. Test setup is open, set up your testing sessions as needed, and print student test tickets as you move into your testing period. Accommodations should be entered for students who need them.

WISELearn Updates

WISELearn, a portal of high-quality classroom resources, officially launched this fall. WISELearn is an efficient way of making resources available to all educators across the state in one easy to use spot.

The portal consists of three components:

- [WISELearn Resources](#) – a repository of instructional materials
- [WISELearn Social Networks](#) – social media networks for educators to expand and deepen their professional learning communities
- [WISELearn Professional Learning](#) – a menu of current professional learning materials and event calendars from DPI

Each CESA is offering, through curation days, in-person trainings that show educators how to contribute resources, share details back at their schools, and provide feedback for continuous improvement of WISELearn. We encourage you to participate in a curation day and to share these opportunities with other educators. The more educators that explore WISELearn, rate the resources and contribute resources, the better it gets! For more info, please visit: [WISELearn CESA Curation Days](#).

Our focus is to enhance [formative assessment](#) within WISELearn. We encourage educators to use the formative assessment resources rated 4-5 stars within the repository. These formative assessments have been vetted by Wisconsin teachers and DPI staff.

We encourage you to learn more about WISELearn and help us ensure that this resources is a true success for Wisconsin educators. More information is available at the [WISELearn Portal](#).

Please email Lauren Zellmer, Education Consultant - Formative Assessment at Lauren.Zellmer@dpi.wi.gov with questions or areas of interest regarding WISELearn, formative assessment practices, or the Wisconsin Strategic Assessment System.

~Viji

Viji Somasundaram, Director - Office of Student Assessment

WISCONSIN STATEWIDE ASSESSMENT SYSTEM UPDATE

Forward Exam

- **NEW - Forward Exam 2017 DAC Trainings**
 - DRC and DPI will be holding DAC training sessions across the state from January 30 - February 3. The trainings will run from **9:00am – 2:00pm** each day, with lunch provided. An email was sent to DACs on 11/28 with registration details. This training is limited to two registrations per district. The venues and dates are listed below. **Please register no later than Wednesday, January 25, 2017.**
 - **January 30-Florian Gardens and Conference Center, Eau Claire**
 - **January 31-Flat Creek Inn, Hayward**
 - **February 1-Tundra Lodge Conference Center, Green Bay**
 - **February 2-Olympia Resort Conference Center, Oconomowoc**
 - **February 3-Wilderness Resort Glacier Canyon Conference Center, Wisconsin Dells**
- **NEW - eDIRECT User Permissions**
 - Emails granting eDIRECT permissions for the 2017 were sent to DACs in early October. DACs should be using this time to assign other district and school level permissions within eDIRECT. If you did not receive an email, please contact the DRC helpdesk: email - WIHelpDesk@datarecognitioncorp.com; Phone - 800-459-6530.
- **NEW - Wisconsin Forward Exam Calendar**
 - The [Calendar webpage](#) has been update with important dates. More dates will be added as they become available.
- **REMINDER - Online Technology Q & A Sessions - Save the dates!**
 - DRC will be hosting three online technology Q & A sessions to ensure that districts are ready for the 2017 administration of the Forward Exam. The dates and times are listed below. More information regarding registration will follow in future DAC Digests.
 - January 18, 1:00pm - 2:30pm
 - February 15, 1:00pm - 2:30pm
 - March 15, 1:00pm - 2:30pm
 - Reminder - A DTC training was also held earlier this month. The event was recorded and is now available on our [website](#).

ACT HIGH SCHOOL ASSESSMENTS

ACT Aspire

- **NEW - Aspire Portal Cleanup**
 - DACs should please review the list of users in the portal to ensure that only authorized employees have access and remove users who should no longer have access.
 - Guidance for managing permission status of authorized users can be found on pages 14-15 of the [Aspire Portal User Guide](#).
- **NEW - Aspire Portal Rollover**
 - On January 2 - 6, 2017, the Aspire Portal will "Rollover" from 2015-16 to 2016-17 data.
 - Static school and district level reports will remain in the portal.
 - Dynamic, educator-level 2015-16 reports will no longer be available starting Jan. 2, 2017.
 - To save any of the dynamic, HTML, educator-level reports before the Rollover occurs, open the report in the Portal and take a screenshot using your computer's printscreen method, or any other screen capture software available to you.
 - DPI will load 2016-17 9th and 10th grade student data on March 10, 2017.

ACT with writing and ACT WorkKeys

- **NEW - Correction to Information Given at ACT Accommodations Webinar**
 - During the WI ACT Accommodations Q&A Training webinar on 11/16/2016 at 10:00 AM Central Time the following question was asked:
 - *Can students with ACT-approved accommodations and non-college reportable accommodations could test in the same room together?*
 - The answer the trainer provided was "Yes", however, this is incorrect.
 - There will be two separate administration manuals and verbal instructions for ACT-approved accommodations and non-college reportable accommodations, therefore testing in separate rooms with separate room supervisors is required.
 - **REMINDER - Selecting Test Coordinator and Other Testing Staff**
 - Per ACT State and District Testing Policies and Procedures, individuals who have a relative taking the ACT as an 11th grader during statewide testing at any school in the state **cannot serve** as the test coordinator or back up test coordinator.
 - More details and guidance on selecting testing staff can be found on pages 8-10 in the [2015-16 Test Administration Manual](#).
 - ACT does not expect changes to this section of the manual for 2016-17, which will be published and posted in December and mailed to schools and districts in January.
 - **REMINDER - Q&A Training Session Webinars**
 - ACT will host Q&A Training Session Webinars for the 2017 statewide high school assessments. Please mark your calendar and register at the links below. Registration closes 48 hours before each webinar. Following each webinar, a recording will be posted to the [DPI ACT Training webpage](#).
 - Jan 12, 10am - ACT Test Administration #1* - Register [here](#)
 - Feb 2, 10am - ACT Test Administration #2* - Register [here](#)
 - Feb 22, 2pm - Aspire Technology Readiness - Registration info coming later
 - Mar 30, 10am - Aspire Test Administration - Registration info coming later
- *Note: Each test administration session covers unique content.

ACCESS for ELLs

- **NEW**
 - **Test Materials**
 - Your DRC materials should have arrived today
 - Inventory materials and ensure your order is complete
 - All Applications > Materials > Additional Materials
 - Order any additional materials needed for testing
 - **Test Setup is now open**
 - All Applications > Test Management > Manage Test Sessions
 - Create/modify Test Sessions to meet your needs
 - Print Test Tickets
 - All Applications > Student Management > Manage Students
 - Add new students
 - Add Accommodations
 - All Applications > Student Transfer Form
 - Transfer students in/out of your district
 - Must know both sending and receiving district
 - **REMINDERS**
 - **ACCESS Test Window opens Tuesday December 6**
 - **WIDA/DRC Software Available in WIDA AMS:** All Applications > General Information > Technology Downloads
 - **Webinar Dates:** <https://www.wida.us/assessment/ACCESS20.aspx#prep>
 - **State Checklist:** <https://www.wida.us/membership/states/WI/index.aspx>
 - **Updated training materials:** <https://www.wida.us/assessment/ACCESS20.aspx>
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Dynamic Learning Maps (DLM)

- **NEW- DLM Uploads-Users, Enrollments, and Rosters**
 - Districts should be uploading new users, enrollments (student data) and creating rosters. The [Data Management Manual](#) describes these processes. DLM has also created short tutorial videos found by topic on the [District Staff Training Resource](#) page.
 - **Users-**All test administrators must have an Educator Portal account and assigned the role of 'teacher.' This is the only role that will enroll test administrators into Moodle and provide test tickets once the window opens.
 - **Enrollment-** Districts are required to load DLM student information into Educator Portal through either the manual process or by using the Enrollment Template found on the [DLM Website](#).
 - **Rosters-** Districts must create rosters for each test administrator and for each content area assessed by that teacher. As a reminder, DLM assesses ELA and Math in grades 3-11, Science in grades 4 and 8-11 and Social Studies in grades 4, 8 and 10.
 - Rosters connect test administrators to students. Test administrators will not be able to access the Accessibility Profile or the First Contact Survey until they have been rostered to a student.
 - Students can only be placed on one roster per content area.

- **NEW- Districts with Students Attending State Schools, Lakeland School of Walworth County, or Syble Hopp Elementary and Secondary School of Brown County**
 - With the transition to WISEdata, these schools are now responsible for all DLM enrollment uploads.
- **REMINDER- Required Test Administration Training- Moodle Accounts-** There have been many recent questions about Moodle accounts, we are including these reminders from September. Please remember to gain access to Moodle *prior* to attending a regional training as well as open the certificate of completion once training has been completed.
 - Test administrators are automatically assigned a [Moodle](#) account if they are assigned the ‘teacher’ role in educator portal. Test administrators do not receive an activation email for Moodle. Test Administrators should refer to the [Guide to DLM Required Test Administrator Training](#).
 - **New Test Administrators-** Test administrators who have not completed any DLM training must complete the new user training and pass the quiz. These modules take about 2.5 hours to complete.
 - **Returning Test Administrators-** Test administrators who have previously completed the required training, must complete the refresher training, including science, and pass the quiz. These modules take about 45 minutes to complete.
 - **Facilitators-** All DACs have been loaded in Moodle as a ‘Facilitator’. This allows you access to the facilitated version of the new test administrator trainings, please see the [Facilitator Guide to DLM Required Test Administrator Training](#) for more information. Those with the District Test Coordinator role in Educator Portal, can request additional facilitators to be loaded into Moodle by emailing [Kristen Burton](#).

Assessment of Reading Readiness

- **REMINDER - PALS Data Sharing Agreement**
 - Districts that are currently using PALS and wanting results from the fall screening to be displayed in WISEdash will need to authorize the Department to receive this data from PALS. The data sharing agreement can be found at: [Data sharing FAQ](#). Once signed, the data sharing agreement should be scanned and emailed to [Duane Dorn](#).

National Assessment of Educational Progress (NAEP) selected schools only

- **REMINDER**
 - In early December, NAEP field staff representatives will mail pre-assessment packets and contact all schools individually to schedule pre-assessment review calls.
 - On December 5, schools can access their student sample in MyNAEP and begin the *Prepare for Assessment* tasks.
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DAC DIGEST DIGESTIBLES *(New items added this week are designated in **bold**)*

Important Dates to Remember		
November	30: Materials Arrive; Additional Material Ordering Window Opens	ACCESS
December	5: NAEP schools access their student sample	NAEP
	5-30: NAEP Prepare for Assessment tasks to be completed on MyNAEP	NAEP
	6: (TUESDAY) Test Window Opens	ACCESS
	16: Deadline to manage participation and user contacts in PearsonAccessNext	ACT / WK
January	2-6: Aspire Portal Rollover	Aspire
	2-27: NAEP Prepare for Assessment tasks to be completed on MyNAEP	NAEP
	6: Recommended deadline to complete enrollment/user/roster uploads for participation in spring testing	DLM
	12: Test Administration Q&A Training Webinar #1	ACT
	13: Recommended deadline to complete First Contact and PNP for participation in spring testing	DLM
	18: Online Technology Q & A Session	Forward
	20: Deadline to submit ACT-approved accommodations requests in TAA	ACT
	30: NAEP assessment window opens (Jan 30 - Mar 10)	NAEP
	30: Forward Exam 2017 DAC Trainings (Jan 30 - Feb 3)	Forward

Important Tasks to Remember	
<ul style="list-style-type: none"> ❑ Review and/or share information from 10/12 DTC training (recording available here) ❑ Register for 2017 DAC trainings (refer to email sent on 11/28 for registration details) 	Forward
<ul style="list-style-type: none"> ❑ Encourage test coordinators to register for the ACT Test Administration Training Webinars ❑ Update users' contact info in PearsonAccessNext for both ACT and WorkKeys ❑ Clean up Aspire Portal; remove users who no longer need access ❑ Save 2016 dynamic educator reports in Aspire portal using screenshot or printscreen 	ACT High School Assessments
<ul style="list-style-type: none"> ❑ Complete training for test administrators. Check status on wida.us website. ❑ Plan for technology installation and system readiness testing ❑ Ensure rooms and technology are reserved ❑ Hold IEP meetings to determine accommodations needs ❑ Plan for materials delivery, inventory, and distribution ❑ Plan for Additional Materials Ordering window, if necessary 	ACCESS
<ul style="list-style-type: none"> ❑ Update secure browser for DLM KITE Client ❑ Add new users to Educator Portal ❑ Encourage test administrators to complete the required test administrator training as early as possible ❑ Print and distribute DLM Individual Student Reports (ISRs) 	DLM
<ul style="list-style-type: none"> ❑ Ensure relevant team members are aware of the information regarding reading readiness assessment at Reading Readiness Overview and Reading Readiness FAQ 	Reading Readiness
<ul style="list-style-type: none"> ❑ Register for myNAEP and monitor/support your schools as they complete NAEP pre-assessment tasks 	NAEP (selected schools only)

Online Resource Highlights*

As new resources are posted to our website, we will include them here for your convenience. This is NOT an exhaustive list, but meant to highlight resources with significant relevance to our upcoming test windows.

Resource	Description	Assessment
Technology User Guide	This user guide describes how to configure, install, manage, and troubleshoot DRC INSIGHT	Forward
DTC Training	Recorded District Technology Coordinator Training	Forward
Spring 2017 Checklist of Dates	2017 dates and deadlines for ACT and WorkKeys administration	ACT/WorkKeys
PearsonAccessNext System Basics	Guide for logging in and general usage of PearsonAccessNext test administration portal.	
Managing Contacts in PearsonAccessNext	Guide for managing contacts and test participation in PearsonAccessNext test administration portal.	
Spring 2017 Checklist of Dates	2017 dates and deadlines for Aspire administration	Aspire
Aspire Portal User Guide	See pp. 14-15 for instructions on how to update portal users	
ACCESS for ELLs Calendar	Provides an overview of relevant 2016-17 dates	ACCESS
WIDA Resources	Revamped training and manuals for 2016-17	
DLM Data & Results resources	A sample parent letter for distribution with ISRs A one-page guide to downloading ISR reports	DLM
OSA Office Hours Webinar - 11/3 recording now posted	The DAC Resources and Trainings page will house our recorded webinar, as well as the accompanying PPT	General
Report Card Resources	Various resources to assist in understanding, explaining, and using the 2015-16 School and District Report Card data	OEA